



**St Patrick's GNS, Hollypark
RN: 19259W**

Health and Safety Statement
incorporating
Health & Safety Risk Assessment
Administration of Medication Policy (& Forms)
First Aid Policy
Fire Drill & Evacuation Policy

Policy ratified: 20th March 2025

Signed: Arthur Hutchinson

Arthur Hutchinson, Chairperson BOM

At the time of drawing up this policy, all details and the enclosed information are correct. It is possible that between now and the review date, changes may have to be made to the provisions, policies and procedures of the school. This may be due to external changes required by the Department of Education, the school patron or other agencies. Mandatory policies will be available on the school website and up to date information will be posted regularly.

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Introduction

This document has been prepared in compliance with The Safety, Health and Welfare at Work Act 2005. It has been formulated by the Principal who is the Safety Officer and by the Safety Representative in consultation with a Health and Safety committee.

Board of Management Philosophy

The Board of Management recognises and accepts not only its statutory responsibilities, but also its obligations as an employer to direct, manage and achieve, in so far as it is reasonably practicable, the Safety, Health and Welfare at Work of every employee, pupil and visitor to the school.

The Board of Management expects that each employee accepts his or her legal and moral responsibilities for maintaining and improving safety, health and welfare in the workplace and for behaviour, which does not jeopardise the individual's personal safety, health and welfare or that of others.

Safety Organisation

Safety is a management responsibility. Teachers are responsible for safety in their own areas and for the implementation of relevant safety procedures. The Safety Officer shall monitor safety generally and the operation of safety procedures and ensure that each employee shall have access to the Health and Safety Statement and be familiar with its contents.

Safety Officers

Ms. Bernadette Gunning, the Safety Officer, is responsible for overseeing the safety provision on behalf of the school and Ms Eileen Duffy is the Safety Representative. They should be consulted if any of the employees have queries regarding any of the safety provisions mentioned in this statement. Their main duties and responsibilities are as follows: -

- a) To guide and advise on all health, safety and welfare matters
 - b) To ensure that the school fulfils all the statutory requirements in respect of the Safety, Health and Welfare at Work Act 2005.
 - c) To ensure that the appropriate safety education and training are co-ordinated and implemented using both in-house and external resources.
 - d) To undertake, in consultation with staff, regular and appropriate revision and auditing of the school safety procedures and methods of operation and to ensure they are kept up to date.
 - e) To ensure that adequate fire protection and prevention measures are provided.
 - f) To ensure that the school Health and Safety Statement is reviewed regularly.
 - g) To ensure that all staff members are aware of the location of the Health and Safety Statement.
- The Safety Officer shall investigate all accidents and dangerous occurrences and shall ensure that appropriate statutory notifications are properly completed. Causes of accidents shall be determined as far as practical and where appropriate, remedial action shall be specified.

Employer Duties

- Provide and maintain a safe place of work
- Manage health and safety
- Provide appropriate instruction to employees on health and safety

Duties of Employees

- Take reasonable care for their own safety and that of others
- Co-operate with employer on issues of health and safety
- Attend training as required

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- Report defects to the Safety Officer or Safety Representative
 - Use equipment, protective clothing and appliances in such a manner as to provide the protection intended
 - Not be under the influence of an intoxicant to the extent that they endanger their own or other person's safety.
 - If they are suffering from a disease or illness that adds to risks, to advise the Principal.

Safety Training

All employees will be

- a) Advised of the nature and location of fire equipment and how it is safely operated
- b) Notified of any changes in safety procedures
- c) Provided with appropriate training as required

Hazards Safety and Delivery of the Curriculum

It is acknowledged that there are potential hazards and danger spots involved in many aspects of teaching and learning, where there are children gathered together e.g. Science classes, outdoor activities, using stairways, Arts & Crafts etc. It is agreed that children need to be supervised at all times, that potential hazards are identified as far as possible and that children are reminded of safety routines and precautions and that their awareness of safety in general is raised.

Many of our policies include aspects of safety e.g. Child Safeguarding, Tours and Outings, Anti-Bullying, Response to Critical incidences etc. For details see relevant policies.

The following are considered by the school to be a source of potential danger and are brought to the attention of all concerned:

- Main fuse board cupboard.
- Fuse boxes on corridor and classrooms.
- Maintenance Shed.
- Guillotines, photocopiers and risograph.
- VDUs.
- Trailing Leads.
- Manholes.
- Stairs.
- Railings in Yard.
- Building projects.
- Slippery surfaces indoors or outdoors
- Mats and benches in hall

It is the policy of the Board of Management to consult with staff in the preparation and completion of an annual safety review. The hazards which can be eliminated will be dealt with as a matter of urgency. Those that cannot be eliminated will be clearly indicated and appropriate measures listed beside them.

See annual Risk Assessment Review Document (below)

Electrical Appliances

Arrangements will be made for all electrical appliances to be checked on a regular basis by a competent person. Before using any appliances the user should check that:

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- All safety guards which are a normal part of the appliance are fitted and in working order.
 - Power supply cables/ leads are intact and free of cuts or abrasions.
 - Suitable undamaged fused plug tops are used and fitted with the correct fuse.

Chemicals

All chemicals such as detergents, photocopier toner etc. should be stored in clearly identifiable containers with instructions for their use. They should be kept in locked areas and protection should be used when handling them.

Welfare

Members of staff and other personnel are reminded that:

- a) Any person who is under medical supervision or prescribed medication and who has been certified fit for work, should notify the Principal of any known side effects or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow workers or pupils. The Principal will arrange or assign appropriate tasks for that person to carry out in the interim.
- b) Illegal drugs and alcohol: Staff are not allowed to attend the premises or carry out duties whilst under the influence of illegal drugs or alcohol.

Drugs and Medication

It is school policy that parents make a request in writing to the Board of Management at the start of each school year if their child requires medication during school hours. Drugs/medications should be kept in a secure place and used only by authorised personnel. In certain circumstances arrangements may be put in place for children to carry inhalers.

Allergies /Serious Medical Conditions

A record of children with allergies or serious medical conditions requiring medication is kept in the First Aid Press in the staffroom. Teachers on First Aid duty are advised to check this regularly.

See Policy on Administration of Medication (below)

Crutches and Casts

Children on crutches or wearing a cast on the leg do not go out to yard as there is a potential risk of injury to themselves or others. They are supervised during breaks by the teacher on Sickroom duty. Children with an arm in a cast or sling may go to the yard and sit on a bench in order to avoid potential injury to themselves or others

Infectious Diseases

It is school policy that all infectious diseases shall be notified by parents in order that steps may be taken to ensure the safety of all staff and students. The Board of Management will endeavour to minimise the risk by adherence to sound principles of cleanliness hygiene and disinfection.

First Aid

First Aid training for the whole staff is organised and upskilling on the use of the defibrillator is provided for a group of staff.

There is a First Aid box available in the staff room and in the new building. Other kits are available for use at sporting events and on outings.

See Policy on First Aid (below).

Accident/ Incident Reporting

All accidents, no matter how trivial, involving the children are recorded by the SNA on duty. **All potentially serious accidents, whether to employees, pupils or members of the public, must be reported immediately to the Safety Officer.** This is necessary to monitor the progress of safety standards and to ensure that proper medical care is provided. **Please refer to 'Guidelines on Managing Safety, Health and Welfare in Primary Schools' for further information.** For procedures for the management of critical incidents- see **Critical Incident Response Policy.**

Fire Protection

- a) Fire extinguishers are provided and correctly sited to meet statutory and insurance requirements.
- b) All fire-fighting equipment is regularly tested and serviced by specialised contractors. In accordance with the recommendations of the appropriate Irish Standard for Fire Equipment, the staff are trained periodically in the safe use of the equipment.
- c) All fire exits and emergency paths are marked using appropriate symbols.

Evacuation

Evacuation drills take place three times a year. Employees are reminded to familiarise themselves with the procedures so that a fast and effective evacuation of the premises can be completed in the event of an emergency.

See Fire Drill and Evacuation Policy (below)

Smoking

Smoking is prohibited in the school building and school grounds.

Access to the School

In as much as is compatible with the practical lay-out of the school premises, anyone entering the school shall be required to identify themselves to the school secretary before gaining admittance. Visitors sign in using Visitor's with name, purpose of visit, time and sign out on leaving.

Any contractor must make direct contact with the Principal before initiating any work on the premises and shall be shown a copy of the safety statement applying to the school and shall agree to its provisions.

Dropping / Collecting Children

In the interest of safety all parents/guardians/carers must obey all signs upon entering the school grounds.

Children must be collected from the school itself if leaving early for an appointment etc. and parents must sign child out at the office.

General Safety

The aim of the Board of Management is to provide a healthy and safe working environment. This can be achieved with the help and assistance of all employees and pupils by:

- Observing the general rules of safety.
- Using all machinery and equipment in a safe and proper manner.
- Employing the proper procedures when carrying out tasks and ensuring that no practices are used which may act as a source of danger to themselves and/or others.
- Keeping work areas clean and tidy at all times.
- Making sure all corridors and passageways, particularly those leading to escape routes are kept free of obstruction at all times.
- Taking care that fire points are not blocked or covered up in any way and that they are ready for use if the need arises.

Concluding Comment

This Safety Statement has been prepared by a safety committee on conditions existing in the premises of the school at the time of writing. It will be revised annually and altered, revised or updated as required.

St. Patrick's GNS Hollypark RN: 19259W

Health & Safety Risk Assessment

	Safety Hazard	Control Measures	To be completed by (personnel)
Classrooms			
1.	Chairs on tables can be easily knocked over when lining up in a crowded room, particularly in senior classes.	Children in all classes to be to take care when moving chairs. Classes on green corridor to stack chairs instead. Take down chairs 1 st thing in the morning, even for absent children.	Ongoing all staff
2	Spills eg. liquid spills, drinks, art & craft materials onto floor surface.	Spills are dealt with as soon as they occur. Absorbent material is used to soak up spills.	Ongoing all staff
3.	Liquid/food spills at lunch times especially hot liquids/food	Children remain seated for lunch and to be extra vigilant when having hot food. Lunch is supervised by teachers.	Ongoing all class teachers
4.	Broken tables or other items in the classroom needing repair.	Items to be removed from the room and repaired or replaced.	Caretaker
5.	Storage of schoolbags and personal belongings.	School bags should be stored tidily at workspace, under/beside the table, or back of chair with no strings hanging. Sports equipment bags stored tidily by coat rail.	Ongoing all class teachers
6.	Condensation on floors in classrooms over tunnel ... slippery floors	Mats put in place + heater + dehumidifier	BOM
7.	Mats in some classrooms by fire exit doors.	Ensure that the mats are properly positioned by fire exit door to prevent slips, trips and falls. Mats in purple building to be placed away from internal doors.	Ongoing all staff
8.	Hazardous materials in classrooms	Teachers should regularly check materials in classrooms and discard or replace hazardous material as necessary	Ongoing all staff
9.	Sliding doors (storage presses)	Monitor closely as sliding doors can come off track.	Ongoing all staff
Corridors			
10.	Corridors, especially green corridor, can get congested with tables, chairs.	Paint racks etc. to be stored in classrooms or neatly on the corridor. Some tables and chairs on corridors are for SEN groups.	Ongoing all staff
11.	Danger of tripping when electrical cables are exposed on routes/	Cables to be covered at all times	Ongoing all staff

	pathways in the building. This can especially arise on event days like Sports Day		
12.	High black lip on step at doorway leading out of building on BNS end.	Children to be reminded to take care when entering/leaving.	Ongoing all staff
13.	Expiration date for Adult and Paediatric defibrillator pads	Adult defibrillation pads to be replaced 2027. Defibrillator is maintained in accordance with manufacturer's instructions.	Paediatric defibrillation pads need to be replaced. Currently not in stock. To be monitored by ED and company contacted if required.
Stairs			
14.	Congestion on stairways, rushing on stairways, uneven steps.	Children to walk in single file on right of stairs and corridors when possible. Teachers to remind children to hold handrails on stairs. 'Keep right' and 'Use handrail' signs placed around the school.	Ongoing all staff
Playground/outside areas			
15.	Children crossing in front of main gate in mornings when traffic entering/leaving.	Children need to be reminded to use pedestrian gates on both side of main gate.	Ongoing all staff
16.	Children playing in front of main gates at break times.	Staff on yard duty to remind children to play away from gates.	Ongoing all staff
17.	Children playing on rocky area close to tunnel.	Children need to be reminded to play away from this area to prevent slips, trips and falls and to stay on the yard.	Ongoing all staff
18.	Children in tunnel and passageway leading to gate at yard time.	Teacher on yard duty monitors and reminds children to play in correct areas.	Ongoing all staff
19.	Slippery surface in area around railing facing staffroom. Children hanging over railings at break times.	Staff on yard duty to be vigilant. Children need to be constantly reminded to Play away from these areas.	Ongoing all staff
20.	Running in yard after bell rings at lunchtime.	Ring bell twice. 1 st bell freeze. 2 nd bell walk to line and line up in class order.	Ongoing all staff
21.	Accidents in yard or elsewhere during any school-related activity	See First Aid Policy. Accident Report Form to be used to record serious accidents – those that may require medical treatment by outside agencies.	Ongoing all staff

		Accident Form on G Drive. All staff have a hard copy. A copy is also available on the First Aid trolley. All accidents to be reported to the principal. Teachers keep records of accidents that occur. Stickers to be given to child who has attended sick room.	
22.	Food on yard	No food to be brought outside.	Ongoing all staff
23.	Bicycle racks behind school	Racks to be checked regularly and repaired as necessary.	Ongoing caretaker
24.	Drain covers are in place in all outside areas.	Ensure that all drain covers are in place to prevent injury from slips and trips.	Caretaker to cover with a cone when necessary
25.	Door left open after school/ after yard time on occasion leaving open access to the building.	Ensure that all doors to the school are closed securely once the children have been admitted. Last person in should close the door. Visitors' Log Book at reception where visitors sign in with name, purpose of visit, time and sign out on leaving.	Ongoing all staff
26.	Fire Exit doors	Secure safely with chain when opened.	Ongoing all staff
27.	Area between Astro Pitch and car park	Uneven surface. Ensure children walk carefully and are monitored by staff	Ongoing all staff
Hall			
28.	Delays in exiting hall via fire exit door	Exit routes must be kept free from obstruction. Displays and use of equipment in hall must be away from fire exit doors to facilitate use of fire exit doors in event of an emergency.	Ongoing all staff
29.	Chairs stacked high in wings of stage are in danger of toppling onto children.	Teachers must warn all children going on to the stage or backstage not to lean on chairs and teachers need to supervise children using stage.	Ongoing all staff
Staffroom			
30.	A clutter-free staffroom as otherwise difficult to move freely around it. Fire exit door	Staffroom to be kept clutter-free to allow people to move freely around it. Fire door to be kept free from obstruction	Ongoing all staff BOM
Training			
31.	Training/upskilling for staff needed Heartsaver/CPR	Heartsaver/CPR training for 6 members of staff organised for September 2025.	Staff

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Administration of Medication Policy

Introduction

This document has been devised by the Safety Officer and Safety Representative in consultation with staff on behalf of the Board of Management of St. Patrick's G.N.S. Hollypark.

Rationale

This policy was put in place to:

- Clarify areas of responsibility
- Give clear guidance on when it is appropriate or otherwise to administer medicines
- Outline procedures to deal with pupils with allergies
- Protect against possible litigation

Relationship to School Ethos

The school promotes positive home-school contacts, not only in relation to the welfare of children, but in relation to all aspects of school life. This policy is in keeping with the school ethos through the provision of a safe, secure and caring school environment and the furthering of positive home-school links.

Aims of this Policy

The aims and objectives of the policy can be summarised as follows:

- Minimise health risks to children and staff on the school premises
- Fulfil the duty of the Board of Management in relation to Health and Safety requirements
- Provide a framework within which medicines may be administered in cases of emergency or in instances where regularised administration has been agreed with parents/guardians

Procedures

- Teachers have a professional duty to safeguard the health and safety of pupils, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere eg. sports, school tours, in the church, etc.
- Parents are required to inform the school of health/medical issues when enrolling their child in the school and again at the start of each school year.
- No staff member is obliged to administer medicine or drugs to a pupil. In certain situations staff members may agree to become involved in the administration of medicine to pupils. Any staff member willing to administer medication works under controlled guidelines set out below:

In the case of a child with a serious/long-term medical ailment, which may necessitate medical intervention during school hours, parents/guardians are obliged to:

- write details of the ailment in a letter to the Board of Management
- enclose any useful information which may be available from Specialist/G.P.
- outline the necessary steps to be taken for the required medical intervention including name of medication, exact dosage, when to administer medication etc.
- give contact numbers of parents/guardians/minder/G.P./Specialist etc.
- sign an Indemnity Form in respect of any liability that may arise regarding the administration of medication or failure to make contact with the above-mentioned personnel.

Medications are listed in **three** categories:

Category A medication includes:

- Anaphylactic Shock Injection Pen
- All other injections for life threatening/severe allergies

Category B medication includes:

- Inhalers
- Drugs used to treat A.D.H.D.
- Long-term medication for such conditions as Cystic Fibrosis, Heart Problems, Diabetes, Asthma etc.

Category C medication includes:

Suppositories, Antibiotics, Painkillers, Calpol, Cough Mixtures, Eye Drops, Ointments, Antiseptic Creams and all non-prescription drugs.

ADMINISTRATION OF CATEGORY A MEDICATION

Before any Category A medication may be administered to a pupil the following steps must be taken:

- Parent/Guardian is obliged to write to the Board of Management outlining nature of child's illness/problem/allergy, give details of the type of medication to be administered to the child in the event of this procedure becoming a necessity.
- Medication will be administered only after parents/guardians have filled in the requisite form, approval is granted by the Board of Management and staff members have volunteered to administer the medication.
- The request must also contain written instructions of the procedure to be followed in administering the medication.

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- When administering medication to pupils, staff members must exercise the standard of care of a reasonable and prudent parent. They must also take measures to protect the child and themselves ie. wear face covering and gloves and exercise hand hygiene.
 - The Board of Management must seek an indemnity from the Parents/Guardians in respect of any liability that may arise regarding the administration of the medication. A Board of Management representative will also sign this form.
 - The Board of Management will inform the schools insurers accordingly.
 - The Board of Management will undertake to provide a safe storage place for Category A Medication. There is a medication storage container in the classes where this type of medication is needed.
 - Parents provide the medication, check 'use by dates' and renew supplies when necessary.
 - The names of children with medical needs, drugs to be administered and other necessary information will be stored in a folder in the office and updated as necessary.

ADMINISTRATION OF CATEGORY B MEDICATION

Before any Category B medication may be administered to a pupil the following steps must be taken:

- Parents will be requested to write to the Board of Management
- Letter must outline; (a) the nature of the child's disability/illness and (b) the type of medication which must be administered during school hours in the event of the child requiring same.
- The request must contain written instructions as to the procedure to be followed in administering the medication.
- A list of contact numbers of persons authorised to administer the medication should be provided.
- In the case of older children who are able to self-administer medication the parents/guardians should provide the Board of Management with a letter authorising this.
- The medication should be kept in a secure, labelled container or in the case of inhalers may be stored in the child's schoolbag.

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- The Board of Management must seek indemnity from the parents/guardians in respect of any liability that may arise regarding the administration of the medication. A Board of Management representative will be obliged to sign this form.
 - The Board of Management will inform the schools insurers accordingly.
 - Only the children who are severely affected in this category will have their names, drugs to be administered and any additional information will be stored in a folder in the office and updated as necessary.

ADMINISTRATION OF CATEGORY C DRUGS

A teacher will never administer drugs or any type of medication listed in this category to a pupil. Non-prescribed medicines will neither be stored nor administered in the school and pupils should not have them in their possession.

ADMINISTRATION OF MEDICATION FORM – CATEGORY A DRUGS

(Category A refers to Anaphylactic Shock Injection Pen and other injections for life-threatening/severe allergies)

School Year	
Pupil's Name	
Date of Birth	
Address	
Teacher's Name & Class	

1. Details of child's condition: (e.g. Type of allergy, triggers, symptoms)

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2. Details of Medication and Method of Administration: (What, When, Why, How)

(Please note that the school requires two in-date injection pens to be provided)

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Contact Numbers:

Parent 1	
Parent 2	

Minder/Carer	
GP/Attending Physician	

Is the child responsible for taking the medication herself? Yes No

Permission from parent/s for administration of medication by a staff member: Yes No

Agreement from staff members to administer medication: _____

I/We request that the Board of Management authorise the taking of Prescription Medicine during the school day as it is absolutely necessary for the continued well-being of my/our child. I/We understand that we must inform the school/teacher of any changes of medicine/treatment in writing and that we must inform the teacher each year of the prescription/medical condition. I/We accept responsibility to update medicines, contact numbers and photos. I/We understand that school personnel have no specialised medical training and we indemnify the Board from any liability that may arise from the administration of the medication.

		Date
Signature Parent 1		
Signature Parent 2		
Principal's Signature		
Signature Chairperson, BOM		

ADMINISTRATION OF MEDICATION FORM – CATEGORY B DRUGS

(includes all prescription medications apart from allergy medication)

School Year	
Pupil's Name	
Date of Birth	
Address	
Teacher's Name & Class	

1. Details of child's condition: (e.g. Type of allergy, triggers, symptoms)

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2. Details of Medication and Method of Administration: (What, When, Why, How)

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Contact Numbers:

Parent 1	
Parent 2	

Minder/Carer	
GP/Attending Physician	

Is the child responsible for taking the medication herself? Yes No

Permission from parent/s for administration of medication by a staff member: Yes No

Agreement from staff members to administer medication: _____

I/We request that the Board of Management authorise the taking of Prescription Medicine during the school day as it is absolutely necessary for the continued well-being of my/our child. I/We understand that we must inform the school/teacher of any changes of medicine/treatment in writing and that we must inform the teacher each year of the prescription/medical condition. I/We accept responsibility to update medicines, contact numbers and photos. I/We understand that school personnel have no specialised medical training and we indemnify the Board from any liability that may arise from the administration of the medication.

		Date
Signature Parent 1		
Signature Parent 2		
Principal's Signature		
Signature Chairperson, BOM		

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First Aid Policy

To be reviewed annually by the Post Holder for Health and Safety.

List 1 – Contents of First Aid Box (for everyday use) (Box 1)

1. Disposable gloves
2. Water wipes for cleaning around wound
3. Non-allergenic plasters
4. Small scissors
5. Larger wound dressings
6. Ice-packs (large and small, stored in freezer)
7. Cloths/covers to wrap around icepacks (to be placed in plastic bag after use) and left in washing machine in staffroom when returning basket
8. Alcohol free wipes for cuts
9. White stickers for children who bumped head
10. Orange stickers for all other children. who attend First Aid Station
11. Plastic bags to dispose of used items
12. Accident report book
13. Disposable masks
14. Hand sanitiser
15. Cleaning wipes for surfaces

List 2- Supplementary materials which may be required occasionally (Box 2)

1. Bottle of vinegar (for wasp stings), Baking powder (for bee stings) ... in press if needed
2. Thermometer (in press if needed)
3. Single use ice-packs-for use at sporting events, on outings etc. when permitted
4. Triangular bandages and safety pins
5. Sterile saline for eye wounds
6. Spit bags
7. Sterile bandages-large, medium, small
8. Cotton wool/gauze
9. Sterile eye bandages
10. Finger dressings
11. Sterostrips
12. Face Shields

The contents will be checked regularly by Ms. A. Clarke (SNA) who will replace missing items as necessary. The baskets should be kept tidy and any missing items should be replaced from press in staffroom or inform Ms. A. Clarke if supplies need to be purchased or are missing.

Storage

The First Aid baskets are stored on a trolley in the office and wheeled out by the SNAs on duty at break. Ice packs are stored in the freezer. An insulated shoulder bag is available for transporting ice-packs and cloths. Separate kits are stored in the new building.

Procedures (day to day)

1. There is a rota of SNAs to manage the First Aid station at break.
2. Children with crutches, a boot or a cast on an arm or leg may go to yard but must remain seated on a bench or chair near first aid station.
3. During extremely inclement weather if the children cannot go outside, there is no First Aid Station.
4. The **First Aid Record Book** must be filled in by the SNAs on duty each day.
5. Minor cuts and grazes are cleaned with wipes and plasters may be applied if necessary. Children may be kept under observation or may return to play at the discretion of the teacher. All children who attend First Aid from yard should be given a red sticker to alert class teachers and parents.
6. Minor bumps are treated with ice packs and the children are kept under observation. Bumps on the head are reported to the class teacher and the child is to be given a white sticker with the words 'I bumped my head at...(time) by the SNA on first aid duty. Teachers to exercise judgement on whether or not to contact parents.
7. In the case of more serious injury or illness, the class teacher is called immediately and the parents are informed as soon as possible. If necessary, an ambulance will be called. All serious accidents must be reported to the Principal and an **Accident Report Form** filled in by the relevant personnel.
8. In the event of a child vomiting in school, parents are contacted and requested to collect the child as soon as possible.
9. Inhalers for children who may need them on yard may be left at the First Aid Station in the box for inhalers provided they are in a separate bag and clearly labelled with the child's name

Defibrillator (A.E.D.)

The school defibrillator is hung on the wall outside the secretary's office. Staff receive ongoing training.

In the event of an emergency requiring the use of the defibrillator:

1. Call for a trained staff member and contact emergency services to get an ambulance:112 or 999
2. Instruct one person to go for the A.E.D. which is kept in a secure box on the wall in the foyer
3. Remove the A.E.D. and bring it to the scene of the emergency.

Individual Healthcare Plans

There are a number of pupils who have specific medical conditions requiring individual healthcare plans. Staff members have been made aware of their conditions and photographs and management plans are stored in the red folder in the corner press in the office. Please refer to the healthcare plans when needed and, in the case of emergency, outlined procedures should be followed by all personnel.

Matches/Other sports events and short trips outside school (when permitted)

A portable First Aid Kit is brought to all matches/sporting events by a member of staff/parent.

Mini kits are available for teachers if needed for short outings and these are stored in the staffroom or available on request. Please return same after use.

Sports Day

The First Aid Baskets and defibrillator will be brought to the Astro Pitch and a First Aid Station set up. All children who require inhalers will have them clearly labelled and brought to the First Aid Station in a box.

The station will be manned by a member of staff with the back-up of a doctor on call (parent).

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Fire Drill and Evacuation Policy

Introduction

This School Fire Drill and Evacuation Policy has been formulated by the post holder for Health and Safety through whole staff consultation in response to changing circumstances in the school.

Rationale

This policy aims to

- Enable the school to cater for the immediate needs and evacuation of students, staff and visitors in the event of a fire.
- Have in place appropriate fire safety procedures.
- Ensure a safe environment for all.

School Ethos

The school is dedicated to providing a safe secure learning environment for students, staff and visitors. The policy is in keeping with our ethos.

Aims

- To increase awareness of fire prevention and detection in our school.
- To develop safe and efficient procedures for the swift evacuation of the whole school community in the event of a fire.
- To involve outside agencies when necessary, such as the local fire station, in our fire safety planning and implementation.
- To comply with fire safety regulations

Internal Procedures

- One fire drill is carried out per term.
- Alternative routes are practised in case of a fire occurring on one of the exit routes.
- A fire drill will take place with an assembly point away from the school grounds.
- Fire extinguisher, fire blankets and fire door are checked on an annual basis.
- All fire doors carry the sign "Keep closed when not in use" and should be kept closed as much as possible.

In the event of a fire

1. Anyone discovering a fire should raise the alarm by activating one of the many alarm points throughout the school.
2. The Fire Brigade will be contacted.
3. On hearing the fire alarm, the children in the classrooms, resource rooms and common areas should stand to attention until instructed of their exit route.
4. Children should proceed silently, smartly and in single file to the Fire Assembly Point (F.A.P.) out on the Astro Pitch.
5. The designated teacher on each corridor will open and secure the fire doors to ensure swift evacuation of classes.
6. The teacher should bring the class list and follow at the rear after checking that class toilets are empty, closing the classroom door and any other fire doors which will not be used again.
7. Each class should advance to their clearly marked designated number at the F.A.P. and line up silently while the teacher calls the roll.
8. Resource teachers and visiting teachers should bring the children in their care to their class line at the F.A.P.
9. Other members of staff who do not have children in their care should also proceed directly to the F.A.P.
10. Each teacher should report "all present" to the principal/ deputy principal (while raising a red card with her F.A.P. number) who will take a record and report to the officer in charge of the fire brigade on arrival.
11. The school caretaker will sweep the school, if it is safe to do so, to ensure no one is left inside.
12. The gates will be opened by the person nearest the gate when the fire brigade arrives.
13. No one should re-enter the school until the all clear has been given by the fire brigade officers.

Roles and Responsibilities

1. All teachers are responsible for the pupils in their care. The principal has overall responsibility for ensuring proper procedures are in place.
2. The planning and practise of fire drills falls within the post of responsibility holder. She should time the drill from when the bell rings to when everyone is lined up at the F.A.P.
3. The caretaker sets off the alarm for fire drill.
4. Designated teachers open and secure fire doors.
5. Teachers brings classes to the F.A.P. in an orderly fashion.

6. The principal will give the signal that drill is complete, after which classes return to the building in an orderly fashion.

7. All visitors to the school sign in and out and a record is kept. The Secretary brings this list and hands to principal/deputy principal at F.A.P.

Evaluation

- Each fire drill is evaluated by the post of responsibility holder in collaboration with the staff. A record is kept of these evaluations. They include details of the drill such as the date, time, weather conditions, and time taken for evacuation, brief description of, difficulties encountered and other relevant information.
- Feedback on fire drills is given to staff members.
- The fire drill and evacuation policy should be reviewed annually to ensure best practice.